

DEPUTY DIRECTOR, COMMUNITY HEALTH SERVICES
(Executive Management)

DEFINITION:

Under administrative direction, to plan, direct, organize, and evaluate the activities of the Community Health Division of the Health and Human Services Agency (HHSA); and to perform related work.

AUTHORITY:

- (1) State of California, Welfare and Institutions Code, Title XV and Section 17000.
- (2) State of California, Health and Safety Code, Title XXII, Division 2.5.

DISTINGUISHING CHARACTERISTICS:

This is a one-position executive management class allocated only to the Health and Human Services Agency (HHSA). The incumbent reports to the Assistant Director, Health Services and is responsible for managing the overall activities of Community Health Services consisting of Patient Services, Medical Services, Primary Care Services, Edgemoor Geriatric Hospital, Emergency Medical Services, Correctional Facility Medical Services, Immigration Health Services, Public Health Education, Maternal and Child Health, Community Disease Control, Public Health Nursing, Public Health Laboratory, Vital Records and Statistics, and other medical/nursing services.

GENERAL DUTIES AND RESPONSIBILITIES:

Plans, directs, organizes, coordinates, and evaluates the overall activities and programs of the Community Health Services division providing a variety of medical and nursing services to the public; directs the development and implementation of county-wide policy and procedures concerning community health services; directs the development, implementation, and evaluation of divisional plans and programs and recommends appropriate changes; conducts contract negotiations for related community health services; develops the division's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares executive-level reports and correspondence; makes presentations to the Board of Supervisors and other legislative authorities; represents the county at meetings or conferences with other public and private agencies, organizations, or councils; coordinates appropriate activities with other county departments, the public, and agency representatives on the division's activities; performs special studies and projects; and supervises subordinate staff.

QUALIFICATION REQUIREMENTS:

Thorough Knowledge of:

- Federal, state, and local health laws, regulations, and codes related to community health programs and services.
- Community resources available to implement and provide medical/nursing programs.
- Policy/procedure development and implementation related to community health services programs that protect and promote the health of County citizens.
- Contract negotiation and administration.

- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of the Community Health Services division providing medical and nursing health services to the public.
- Coordinate divisional services with other county departments and public/private agencies.
- Ensure that the division's activities conform with federal, state, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare the division's annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

License:

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at time of appointment. Employees in this class may be required to use their personal vehicle.

Retitled from:

Deputy Director, Physical Health Services.